

**DODGE COUNTY
HEALTH FACILITIES COMMITTEE MEETING
198 COUNTY DF
JUNEAU, WI 53039
APRIL 29, 2015**

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 11:00 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
John Fabisch
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Chairman; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Bill Wiley, Director of Finance; Heather Ninmann, IID Household Specialist; Lindsay Kirchoff, Assisted Living Supervisor; Angi Zilliox, Human Resource Specialist; Jessica Bubolz, Accounts Specialist-Flex; Carrie Lagerman, Dodge County Finance Department Administrative Assistant; Ruth Otto, Dodge County Director of Information Technology; and Julie Kolp, Dodge County Finance Director.

3. **APPROVAL OF MINUTES OF MARCH 25, 2015 MEETING:** Motion made by Schaefer to approve the March 25, 2015 Minutes; seconded by Fabisch. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Derr to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	21 of 30
Clearview:	131 of 140
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	46 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Patio for Northview Heights:** A discussion was held regarding the location of concrete patio placement at Northview Heights. The budget for 2015 is \$4,000; a quote for a 15'x15' patio came in at \$2,169 and will proceed to the Building Committee.
- **Process to Ensure Compliance with the 2014 Medicaid Home and Community-Based Services Settings Regulation:** Administrator Hooper discussed her attendance at the Wisconsin Association of County Homes annual conference and updated the Committee on the process to ensure compliance with the 2014 Medicaid Home and Community Based Services Settings Regulation. Self-assessment will be completed by Hooper and Lindsay Kirchoff, Assisted Living Supervisor, on all three assisted living facilities at Clearview. Payer sources of residents in assisted living was also discussed.
- **Wisconsin Association of County Homes Annual Conference – State of Wisconsin Dementia Redesign and How County Homes Can Collaborate for Care:** Administrator Hooper discussed a second presentation at Wisconsin Association of County Homes (“WACH”) presented on the dementia redesign in the State of Wisconsin. Last year the Dementia Team traveled the state, visiting facilities throughout the state, and came to Clearview. The report presented to the WACH organization a summary of the three commissioned nursing homes in Wisconsin for use in dementia capable systems discussion.
- **Update: Kronos:** Carrie Lagerman, Julie Kolp, Ruth Otto, and Jessica Bubholz updated the Committee on Clearview’s “go-live” date of April 9. Positive outcomes were discussed.
- **Update: Employee Entrance Drainage Project ~ Jim Hill:** Jim Hill, Director of Environmental Services, updated the Committee; the Dodge County Highway Department’s project is done.
- **Update: Remembrance Garden ~ Jim Hill:** A project update was given by Jim Hill, Director of Environmental Services; the project is to start the week of May 11, 2015, weather permitting. Eleven (11) bricks have been sold.
- **Summary of 2014 Consumer Information Report for Nursing Home ~ Ann Schulz:** Discussed was the Consumer Reports for 2014 in relation to the individual licenses in the facility, Nursing Home Compare 5-Star rating system.
- **Quality Assurance Report ~ Ann Schulz:** Ann Schulz, Director of Nursing, went over our Quality Assurance Report, discussing falls, bed/chair alarms, infection control, antipsychotic medication usage, and medical waste.
- **Corporate Compliance Policy Report ~ Lori Kurutz/Angi Zilliox:** Lori Kurutz, Director of Support Services, provided an annual report on kickbacks / inducements / self-referrals, and Angi Zilliox, Human Resource Specialist, provided a report on employee screening.
- **Clearview Bank Accounts: Remove Julie Huebner; Add Bill Wiley:** Administrator Hooper updated the Committee that we will be removing Julie Huebner from accounts at the bank and adding Bill Wiley to the accounts. Julie Huebner was acting as Interim Finance Director until a permanent director was assigned; Anthony Marchese, former Director of

Finance, last day with Dodge County-Clearview was January 7, 2015. Bill Wiley has taken over the position of Director of Finance.

- **Financial Report:** Bill Wiley, Clearview's Director of Financial Services, explained:

Financial Report for Fiscal Year 2014

- Explained to the Committee that all numbers were uncertain. The numbers would be adjusted as needed per the auditors.
- 4519 Other Revenue
 - Large spike in revenue due to a large one-time Medicaid payment received in August 14 for \$2.1 million related to a Medicaid rate adjustment
- 4599 Financing Sources
 - \$2.2 million due to receipt of sales tax revenue
 - Principal payments for Clearview are paid out of the sales tax revenue
- Overall Clearview total
 - Budgeted for net loss of \$594,509 and had a net loss of \$166,223. Again pending adjustment by the auditors.
 - Auditors may make some adjustments to the 2014 records so the net loss amount will probably change. We will know by July.

Financial Report for Fiscal Year 2015

- 4519 Other Revenue
 - Year-to-date amount shows as a net loss of \$204,932 because of a large Medicaid adjustment on several resident accounts
- 4599 Financing Sources
 - Shows the \$2.2 million sales tax revenue
 - Clearview principal payments are made from this
- 4581 Depreciation Expense
 - I included the depreciation amounts even though they do not show in the budget book
 - The overall approved budget amount shows a \$1.785 million loss while the actual budget shows a \$0 loss or gain. This was due to including the depreciation expense

Financial Report – Current Aged Accounts Receivable (A/R)

- Reviewed the total A/R amounts by month with the committee
 - A/R issue shows a trend that steadily got worse until March 2015.
 - Action plan implemented in March showed considerable improvement in the situation
 - Reviewed cash receipts by month
 - Reviewed the total amount of bills sent out monthly

Pointed out the trend was with the A/R bills in the 150 day category

- **Friends of Clearview Brat Fry:** Administrator Hooper mentioned that the Friends of Clearview will be holding a brat fry on Saturday, June 6, 2015, at Rechek's Food Pride in Beaver Dam.
10. **NEXT MEETING DATE: Wednesday, June 3, 2015, at 8:15 a.m., in the Chapel** on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
 11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 1:16 p.m.

Dated this 3rd day of June, 2015.

Respectfully submitted,


Thomas Schaefer, Secretary